

Minutes from the January 15, 2003  
Printing/ and Mail Managers Exchange Forum Teleconference

Thirty-Seven individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

### **Comments/Additions to last Months Minutes**

No teleconference was held during the month of December 2002

Dallas Woodruff, Headquarters open the meeting by wishing everyone a Happy New Year, and introducing Mike Wolfe as the new Departmental Mail Manager replacing Denise Diggin, and Don Frizzell is the new Director, Media Production Group which include oversight of headquarters and field printing policy.

### **The Departments FY 2002 Printing and Publishing Activities Three - Year Plan Report**

Dallas Woodruff informed the group that Headquarters had received data from all but three sites. A number of sites did not submit their report until mid to late January, although the due date was December 4, 2002. Dallas also told the group that headquarters needs each sites report on time to ensure ample time to consolidate the data statistics and narratives before the review process by the Office of Administration and the Congressional Office before being submitted to congress. Henry Johnson, Los Alamos National Laboratory asked when is the Printing and Publishing Activities Report due to congress. Dallas replied the Department submits the report to congress on or by February 15<sup>th</sup> of each year. No further questions were asked.

### **The new Public Printer of the United States**

Dallas Woodruff, Headquarters informed the group that the U.S. Senate confirmed Mr. Bruce R. James on November 20, 2002 as the new Public Printer of the United States replacing Mr. Michael F. DeMario. Dallas also said that Mr. James has spoken highly of the Government Printing Office (GPO) in regard to maintaining its role as the mandatory source for government printing. No questions were asked on this topic.

### **Update on the 2003 Departments Printing and Mail Conference**

Dallas Woodruff, Headquarters informed the group that the Printing and Mail Conference is on hold. No date was given in regard to when a decision would be made on whether the conference would take place or not. The meeting room at the Sheraton Uptown in Albuquerque, NM is still reserved. Gail Spletts, Richland Operations Office asked what is the tentative plan date for the conference. Dallas replied the tentative date is July 29, 30 and 31, 2003.

### **Government Executive Newsletter**

Dallas Woodruff, Headquarters provided the group with the e-mail address ([www.govexec.com](http://www.govexec.com)) for the Government Executive Newsletter. The Newsletter provides information in regards to the

Federal Government. The group was encouraged to visit the website to obtain various information pertaining to the government. Articles on the Government Printing Office (GPO) and the Office of Management and Budget (OMB) in regards to the mandatory source for federal printing have been published on the site. A few members of the group were able to log onto the website as our teleconference was taken place.

### **The Government Printing Office (GPO) and the Office of Management and Budget (OMB)**

Dallas Woodruff, Headquarters said that the matter is ongoing in regards to whether GPO would still be the mandatory source for the federal government printing needs. If the matter is not resolved, it may go before the U.S. Supreme Court. The GPO is schedule to print the federal budget. No Questions were asked.

### **Headquarters/ GPO Business Card Term Contract**

Dallas Woodruff, Headquarters informed the group that American Business Printing was awarded the new business card contract. The contract had previously been awarded to Pedersen Printing on located in Florida, November 1, 2002, but was cancelled by GPO due to poor contractor performance. In addition, GPO did not award the contract to the number two vendor due to a paper problem.

Dallas asked the group if anyone had placed work with the first vendor, and had not received all material back. No one in the group replied that the vendor was still holding material.

Dallas reminded the group to submit a Standard Form 1 Requisitions to Headquarters or to GPO by mid June of each year in order to utilize the business card contract for the upcoming fiscal year. No questions were asked.

### **Introduction of the new Departmental Mail Manager**

Al Majors, Headquarters introduced Mike Wolfe as the new Departmental Mail Manager. Al said the Office of Administration had just completed a realignment process, and Mike was appointed the Mail Manager. Mike has worked in various positions within the Office of Administration and is a welcome addition to the mail arena. Mike said a few words to the group in regards to his background at DOE, and stated that he is happy to be a part of the team.

### **General Services Administration (GSA) Mail Management Report/ Reporting Information**

Al Majors, Headquarters informed the group the Headquarters Mail Managers would be attending a meeting at GSA on January 29, to discuss the final reporting format to be used when submitting the Mail Management Profile Report to GSA. The report format will be forwarded to all field mail managers to follow when submitting their report to Headquarters.

The sites are requested to submit it reports to Headquarters by March 14<sup>th</sup> to allow sufficient time to consolidate the reports, and submitted to GSA by March 31, 2003. Gail Spletts, Richland Operations Office asked Al is GSA planning to request the same information as in prior years. Al said GSA would require some of the same information in additional to any new requested

information that may derive from the upcoming meeting at GSA. Johnetta Punch Ohio Field Office asked would sites be required to provide data supporting estimates on personnel and overhead cost as part of the report. Al said he is unsure, but will provide further information after the January 29<sup>th</sup> meeting

### **Upcoming GSA Mail Security Information**

Al Major, Headquarters informed the group that a new Anthrax situation occurred at the Federal Reserve Building. In addition, the U.S. Postal Service's has temporarily closed the government mail section at the Brentwood Post Office, Offsite V Street Building. The V Street Building Mail Facility should reopen in a day or two. Headquarters is waiting on the test results from both the Federal Reserve Building and the V Street Building Mail Facility. Since the new anthrax situation, no new incoming U.S. Post Office mail have been delivered to the Forrestal and Germantown buildings, as well as other government mail facilities throughout the Washington, DC area. The private carriers have delivered packages. Some individuals within the group said they learned of the anthrax situation at the Federal Reserve Building by their local news.

Tony Nellums, Headquarters reminded the group that Headquarters utilizes various detection devices to test for biohazard, and will continue to do so for the foreseeable future.

### **FedEx Offered Shipping Discount**

Al Majors informed the group that DOE contractor operated mail facilities are entitled to discounts offered by FedEx. This was made possible through negotiations between FedEx and the Department. Johnetta Punch, Ohio Field said her office had contacted FedEx to inquire about discount rates, and was told by FedEx that her site and other DOE contractor operated mail facilities are entitle to FedEx discounts. Johnetta plans to send information to Headquarters to be forwarded to sites explaining how to obtain discounts through FedEx. Al said the information would be forwarded to the sites once received by Headquarters.

### **Sites in Attendance**

Oak Ridge Operations Office (2)	Fernald Area Office	Bechtel Nevada
Idaho Operations Office	Nevada Operations Office (3)	Headquarters (4)
Ohio Field Office (4)	Oakland Operations Office	Yucca Mountain
Savannah River Office	Richland Operations Office	BWXT Pantex
National Security Complex Y-12 (2)	Strategic Petroleum Reserves (2)	Los Alamos Nat. Lab.
National Renewable Energy Lab. (2)	National Energy Tech. Lab.	
Schenectady Naval Reactors (2)	Idaho National Engineering Lab. (2)	
Southwestern Power Administration	West Valley Nuclear Services (2)	
Nonproliferation & National Security Institute		